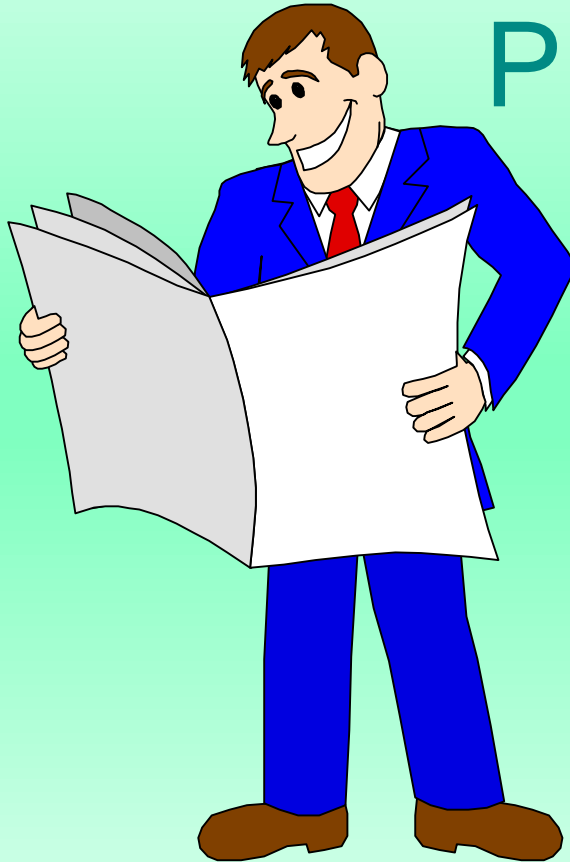


# Welcome to the Individual Mobilization Augmentee Program



- ◆ New to the Pentagon
- ◆ New to the IMA Program
- ◆ Now you want to manage an IMA!
- ◆ Read this presentation to learn about the program

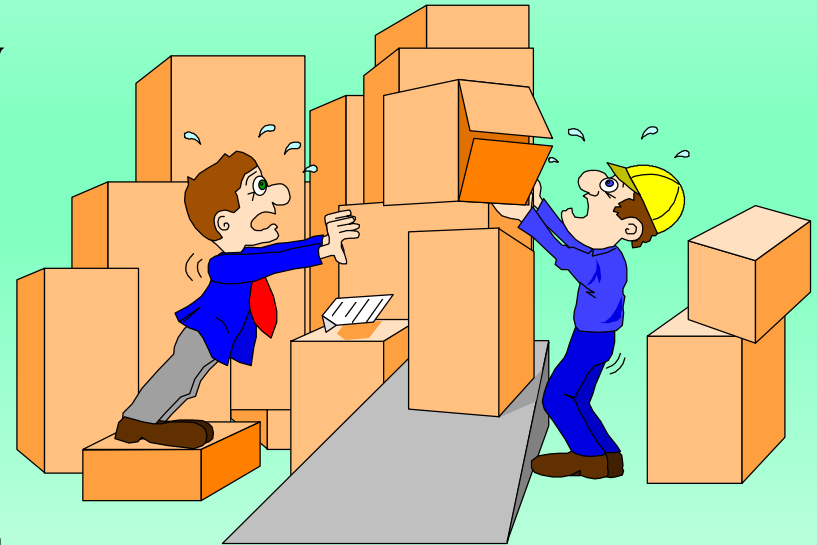
What is an IMA & How can you Benefit

# What is an IMA?

- ◆ “Individual Mobilization Augmentee”
  - Different from Traditional Reserve Programs
    - ◆ Not a Weekend Warrior
    - ◆ Works Along Side & With Active Duty Counterparts
  - An IMA Augments the Active Duty Force to Support War Plans or Peace Time Air Force Missions

# Skills IMAs Bring to Duty Section

- ◆ Consultant for your office
- ◆ Skills Vary Among IMAs
  - Some have extensive active duty experience in their AFSC
  - May work as civilian in same career field
  - Could bring different background
  - Must be APDP certified at Level I for 2nd Lt through Capt and Level II for Maj and above



# Scheduling Your IMA

No Magic Formula

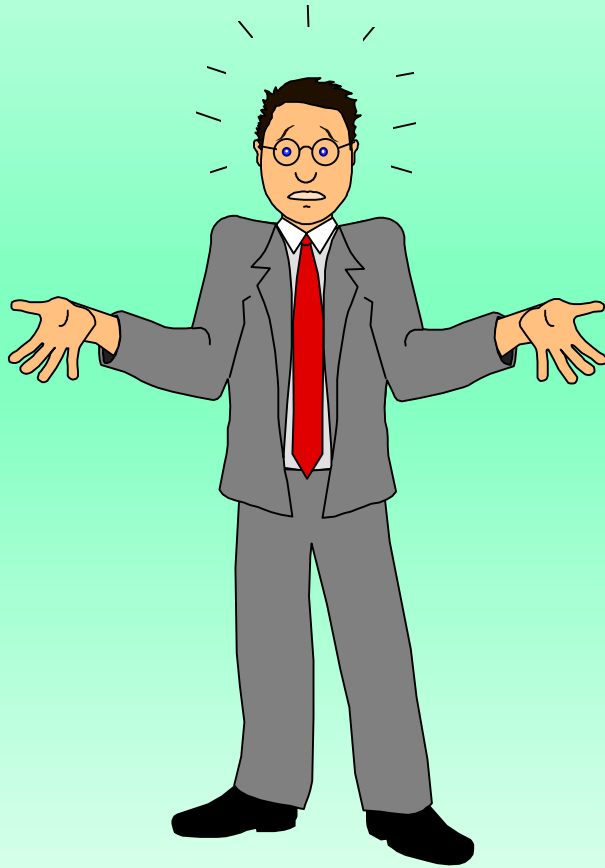


Should receive training  
in area of wartime  
requirement

## ◆ Negotiated between Supervisor & IMA

- Each IMA must complete a minimum 12 day annual tour plus 12 days of individual duty training per fiscal year or they will receive a “bad year” for retirement
  - ◆ The total working days are important to help you accomplish the job
  - ◆ May want IMA to come in 1 day per month or a few consecutive days or weeks

# Scheduling IMA (more)



- ◆ What Happens if the IMA is Needed for More Days:
  - Can Request Military Personnel Authorization (MPA) Man-Days
    - ◆ Used to Support Short-Fall Needs of Active Force
    - ◆ Travel & Per Diem Funding paid from Your Duty Section Budget
    - ◆ Provide Yearly MPA Projections to division planner
    - ◆ Good for Short Notice Requirements

# Scheduling your IMA . . . *And More*

## ◆ **RPA Days**

- Used to Support Training Program for Reserve Mission
  - ◆ Active Duty for Training (ADT) - To maintain or enhance Mobilization Readiness
  - ◆ Active Duty Support - To directly support training program the Reserve Program has sole responsibility for  
or
  - ◆ Short Work Projects/Administrative Support to further Reserve mission
- Travel and Per Diem Do not Come out of Your Budget

# How to Best Utilize IMAs Assigned

- ◆ Plan Meaningful Work Assignments
  - IMAs are Educated, Trained, and Highly Motivated Professionals



- ◆ Provide Extra Arms & Legs to Get Those Things Done You Always Wanted to Do but Never Had Time to work



- ◆ IMAs May Offer You Additional Flexibility for - Short Notice Projects, Serve as Members of IPTs, etc..

# Supervisor Responsibilities

OK, I'm ready to task my new IMA with challenging work!



## ◆ Same Requirements as Active Duty

- Performance Reports/ Feedback
- Promotion Recommendations
- Eligible for Awards/ Decorations every three years
- Meeting Military Standards
- Training (Formal Specialty & PME)
- Maintain Duty Section IMA Folder



# OPR/EPR Requirements

## ◆ OPR/EPR

- Due annually, but IMA must perform no less than 12 training days
- End of Tour Reports in IMAs supervisor file are best source for OPR/EPR bullets

◆ CRO due from departing supervisor if IMA worked 12 days since previous OPR/EPR; don't wait for shell.

# Forms You'll Use

- ◆ AF Form 40A
  - Used to request IDT training days
  - To certify duty was performed
  - Also submitted as pay document
- ◆ AF Form 1289
  - Used to request annual, school, and special (RPA) tours.  
Submit annual tour request 45 days prior start of tour.
- ◆ AF Form 938
  - Official orders for MPA, RPA, and Annual Tours
  - To certify duty was performed
  - Also submitted as pay document

# Forms You'll Use (continued)

- ◆ End of Tour Report (on blank paper or electronically transmitted) for each tour of five days or more; used for OPR/EPR inputs and Quarterly Division Activity Reports
- ◆ AF Form 1561, IMA Participation Schedule Worksheet, to plan all annual participation
- ◆ DD Form 1351-2, Travel Voucher, after all Annual Tours, RPA Days, and some MPA Days

# The IMA Folder

- ◆ Maintained by IMAs supervisor, but IMA should take active role in updating; this is where The IMA supervisor goes for OPR/EPR inputs if IMA isn't available.
- ◆ Consists of
  - AF Form 1560, War-time Job Description
  - AF Form 1561, IMA Participation Schedule Worksheet for current FY
  - AF Form 40A, Record of Individual Inactive Duty Training. Must include an End of Tour Report for all tours over 5 days; recommended for all tours.

# More about The IMA Folder

- AF Form 938, Authorization for Active Duty Training/ Active Duty Tour.
  - Must include an End of Tour Report for all tours over 5 days; recommended for all tours.
  - Documentation for any ancillary or unique unit training requirements
- 
- ◆ HINT: IMA should Maintain a duplicate of this file at home; sometimes paperwork gets lost or misplaced.

# Who's Who in the IMA Program (Continued)

- ◆ Your Day-to-Day Key Focal Point is
  - Col Thomas Phalen, Room 4C330, E-Mail PhalenT@af.pentagon.mil

## Responsibilities:

- ◆ Advise on IMA Issues
- ◆ Monitor IMA Training
- ◆ Process Requests for Annual Tour & RPA Orders
- ◆ Process Applications for IMA Positions
- ◆ Track IMA Program Requirements
- ◆ Act as Resource Center on IMA Programs